

CITY OF BURBANK

PROGRAM SPECIALIST

DEFINITION

Under direction, organizes and leads specialized recreational activities such as cultural arts and organized sports programs; and to do related work as required.

ESSENTIAL FUNCTIONS

Under direction, initiates, develops, and implements a specialized recreation program; obtains supplies, collects fees, publicizes programs, produces written information and records; leads activities and teaches classes, clinics, and camps; recruits, trains, supervises, assigns, and evaluates employees and volunteers; secures permit areas; supervises recreation facility or program; performs facility maintenance and operates general office equipment including personal computers; observes and enforces policies and procedures; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - and skill in demonstrating a specialized recreational activity.
- Ability to - plan, organize, and direct the work of staff and volunteers; communicate effectively orally and in writing; make good judgments and decisions; create a positive rapport with program participants, school officials, and the community at large.

Education/Training: Completion of two years of college and one year of paid leadership experience with a recreational, cultural, or community services program. **NOTE:** Additional qualifying paid leadership experience may be substituted for the required education on a year-for-year basis up to a maximum of one year. Up to 500 hours of volunteer experience in a recreation setting may be substituted for part of paid leadership experience on an hour-for-hour basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services department, within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Knowledge of specialized recreation program areas, basic computer skills, and ability to communicate in a second language.